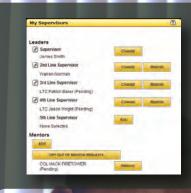


GETTING STARTED

- a) Enter the name of your First Line Supervisor/Rater
- b) Your request is sent to your Supervisor to accept/decline accordingly
- c) Accept the FERPA Agreement
- d) Use of the Supervisor Link-Up on the Homepage allows you to select a mentor who is not necessarily in your Career Program, Job Series or location
- e) View personalized career and training recommendations from Supervisors and Career Program Managers (CPM) in My Notices, useful news in ACT News, My Resources, My Career Dashboard

VIEW CAREER INFORMATION





- a) View your profile information, and status of CES, Professional Goals, and Civilian Education in My Career Dashboard
- b) Determine if you need to update your administrative data
- c) Track your IDP Goal, Top 10 IDP Professional Goals, Civilian Education, and CES statuses
- d) Check and monitor your goal attainment
- e) Review your Civilian Education System status and compare yourself with your peers

ACT provides the framework to create an Individual Development Plan (IDP) combining experiences, training, education, and individualized interests. Creating an IDP allows users to track all aspects of their career using a standard template. Using the ACT IDP, users have the ability to map out events, decision points and outcomes. A pathway to success is established to create short and long term goals. ACT allows users to measure their progress against known benchmarks.



- 1) Go to My Planner to create professional and personal goals to add to your IDP
- 2) Monitor career progression through a personalized view of the PDM
- 3) View targeted recommendations for Key Assignments, Competencies, Leader, Professional, and Occupational Development, Academic Training, Certifications, and Mandatory Training
- 4) Plan for the future by viewing PDM recommendations at current level, two grade levels higher, and Career Map(s)

